

**Wiggin Memorial Library
Stratham, NH**

Board of Trustees Meeting Minutes

**Monday, February 21, 2022, 6:30pm
Meeting Held @ Wiggin Memorial Library**

I. Call to Order - Kate Kim called the meeting to order at 6:37 pm.

Attendees In Person - Library Director Lesley Kimball, Library Trustee and Chair Kate Kim, Library Trustee Michael Hunter, Library Trustee and Secretary Susan Wilbur, Library Alternate Trustee Michele Corti

Attendees Via Zoom - Library Alternate Trustee Mike Deutsch, Library Alternate Trustee Kathy Bower

a. Welcome / Guests -

II. Review / Adoption of Minutes - Susan made a motion to adopt the revised January 31, 2022 meeting minutes. Michael H. seconded the motion. All voted in favor.

III. Director's Report - Lesley sent out via email and distributed.

IV. Old Business -

a. Policy Reviews -

i. Personnel Policy - Michael H. sent out via email a draft version of the policy with his recommendations. Lesley distributed her notes on the policy.

We went through the policy section by section based on Lesley's notes.

7:00pm - Guest Denise Katz arrived.

Lesley kept a list of legal questions and questions for the Department of Labor.

Michael H.'s term on the BOT is ending but he will continue to facilitate the revision of the policy.

We will review the employee longevity program after finishing policy.

We will modify the formatting of the policy after finishing the content revisions.

7:35pm Denise Katz left.

Lesley will ask Christiane McAllister if there is a reason why the town does not allow personal leave.

Lesley shared the Department of Labor's definitions for an employee qualifying as exempt. There are different types of exemption - executive, administrative and professional. The BOT discussed how the library is going to handle that definition and which employees fit that exempt definition.

ii. Public Health Crisis Policy - Kathy worked on a draft that Lesley distributed. The BOT discussed the section on Library Personnel / Schedule and Compensation in the event of library closure. Lesley will send Kathy adjusted wording and then Kathy will send it back to the BOT for final review.

b. Communication Skills Training - Susan made a motion to accept the expense of \$160 for food and refreshments for the staff at the upcoming training. Michael H. seconded the motion. All voted in favor. Amanda Price will submit receipts to the library for reimbursement.

c. Org Chart / Work Breakdown Structure / Task Group Assignments - Lesley distributed these documents, a collaboration between her and Mike D. Lesley asked the staff to weigh in on the percentage breakdown by category for their jobs. The Work Breakdown Structure shows what work is needed to operate the library. These documents provide multiple useful advantages / outcomes. First, if there is a challenge to the budget, the budget can be defended and explained, showing what is directly correlated to running the library.

Second, Lesley is better prepared to articulate the resources needed to operate the library. Third, if the library is tasked in the future to take on additional work, Lesley is able to see the current scope of work and where additional staffing might be needed.

V. 2022 Budget - Lesley distributed spreadsheets showing the payroll breakdown by job position from the BOT's December meeting as well as the spreadsheet with her recommendations. Discussion ensued to determine the final breakdown to use for the 2022 payroll budget.

VI. New Business - None

VI. Treasurer's Report - Lesley distributed the report. Susan moved to accept the \$300 in Annual Appeal gifts and Michael H. seconded the motion. All voted in favor.

VII. Next Meeting - March 21, 2022, 6:30pm

Voter Information Night will be March 1, 2022, 7:00pm. Registration available on the library's website.

VIII. Adjournment - Susan made a motion to adjourn the meeting; Michael H. seconded the motion. All voted in favor. Meeting was adjourned at 10:24 pm.